Process an Internal Exchange – Automated Transfer Document (IETAT)

The Internal Exchange Transaction (IETAT) document is a two-part document that can be used for Inter- or Intra-Agency payments. This process serves as a replacement for agencies that have accepted payment via the Automated Transfer process in the past. Agencies currently making this feature available for payment include:

- Department of Public Safety – Fingerprinting Services
- Department of Corrections – Arizona Correctional Industries (Goods and Services)
- General Accounting Office - Alternate Contribution Rate (ACR) related to contracted retirees
- Department of Revenue – Use Tax Charges (for Use Tax not recorded through ProcureAZ)**

**For Use Tax liabilities originally recorded through ProcureAZ that reside in AFIS Balance Sheet Account 1616, a separate document (IETUT) must be utilized to make payment to Department of Revenue and reduce this liability account. A separate Process an Internal Exchange – Use Tax Transfer Document (IETUT) Quick Reference Guide explains this process using ProcureAZ.

This document allows agencies who need to pay for the goods/services listed above to initiate a payment without the need for the agency receiving the funds to participate in the creation/validation/submission of the document. The paying agency will initiate an IETAT, and will enter their agency's information in the 2nd Party Accounting section. The paying agency will also complete the Exchange Details section of the document by entering the correct Accounting Template for the party they are paying and amount of the payment. The COA elements for the agency receiving cash will be provided via the Accounting Template selected. The Accounting Templates currently available for this process are:

- **ACISALES** – For payments to Arizona Correctional Industries

- **ACRCNTR** - For payments of Alternate Contribution Rate (ACR) related to contracted retirees to the General Accounting Office

- **USETAX** – For the payment of Use Tax (not recorded in ProcureAZ) to Arizona Department of Revenue

- **FINGERPRNT** – For payment of Fingerprinting Services charges to the Department of Public Safety

All IETAT documents will be routed through workflow for departmental and GAO review for appropriateness and accuracy prior to approval.

Payment to Other Agencies for Goods Purchased through ProcureAZ

Agencies that wish to create purchase orders in ProcureAZ for goods purchased from Arizona Correctional Industries (Department of Corrections) and Arizona Industries for the Blind (Department of Economic Security) should use the "P-Card Enabled" check box on the purchase order to suppress sending an encumbrance document to AFIS. Invoice payments for these goods cannot be made using the ProcureAZ 3-Way Match capability and must be made via transfer in AFIS using the inter-agency transfer process (either ITI/ITA or IETAT document). If necessary, an encumbrance (IPO document) must be created directly in AFIS and referenced on the transfer.

Below are commonly used contracts in ProcureAZ related to payments to other state agencies.

AZ Correctional Industries	AZ Industries for the Blind
ADSPO15-087910 - Linens	ADSPO13-026725 – Document Imaging
ADSPO12-013874 - Furniture	ADSPO13-026731 – Media Sanitization
ADSPO14-065140 – Engraved Products	ADSPO14-070164 – Invoice Processing
ADSPO14-069815 – Bedding Products	
ADSPO15-086675 – Signage/Decals, Plaques	
ADSPO14-069824 – Cardboard File Boxes	

Procedure - IETAT

A. Log into AFIS

B. **Navigate** to the Document Catalog

C. **Create** IETAT document

   1. In the **Code** field, enter *IETAT*

   2. Click **Create**

   3. In the **Dept**. field, enter *your department code*

   4. Click **Auto Number** checkbox to generate a unique ID

   5. Click **Create**. A new document is generated

D. Complete the **Header** component

   1. At a minimum, enter the following information:

   ▪ Record Date

   ▪ Initiator

      ▪ **Must be set to Provider/Seller**

E. Complete the **Exchange Details** component
1. Click the Insert New Line
2. Enter the following information on the **General Information** tab:

- Event Type

  ▶ INZ3 is the only available Event Type for this document

- Line Amount

- Accounting Template
  - Available Templates (As of 6/17/2015):
    - **ACISALES**
    - **ACRCNTR**
    - **USETAX**
    - **FINGERPRNT**

F. Complete the **2nd Party Accounting** component

1. At a minimum, enter the following information on the **General Information** tab:

   - Line Amount

2. At a minimum, enter the following information on the **Fund Account** tab:

   - Department

   - Fund (if not inferred from function)

   - Unit (if not inferred from function)

   - Appr Unit (if not inferred from function)

   - Object

3. At a minimum, enter the following information on the **Detail Accounting** tab:

   - Function (if used)

   - Task (if not inferred from function)

G. **Validate** IETAT document

1. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor

H. **Submit** IETAT document

Note: *The document will be handled through workflow and will be pending the Department Approver. The document will then be routed to GAO for review and approval.*